



Venango County

Court Administration

Venango County Court House
1168 Liberty Street
Franklin, PA 16323

Description

This is a full-time position with an excellent benefits package.

Typical Duties

- Ability to perform legal research and prepare legal opinions and memoranda for Judge’s review.
- Ability to establish and maintain effective working relationships with the general public, other employees and court users.

Minimum Qualifications

- Bachelor’s Degree from an accredited college or university.
- Juris Doctor Degree from an accredited law school – pending bar exam or admittance to bar or already admitted to the bar.

Additional Qualifications/Preferences

- Law Clerks have the opportunity to work on a wide range of civil and criminal issues.
- This position is located at the Courthouse in Franklin, Pennsylvania.
- The annual salary is \$50,000.00.

How to Apply

- Interested applicants should send their employment application, resume, letter of interest and a copy of law school transcripts to the attention of Lynn Erickson, District Court Administrator at lerickson@co.venango.pa.us.

(Benefits include vacation plus 14 paid holidays, pension plan or optional 457 investment plan, health insurance, life insurance, supplemental insurance options and this job qualifies for student loan forgiveness.)

[Enter your address here]